

**PQS QUALIFICATION SHEET**

**Logistics Support Officer (LSO) Module**

Trainee Name	Date Reported To Command	Date Indoctrination Complete	Qualification Start Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Administration			
2. Training			
3. Procurement			
4. Material Control			
5. Minor Property			
6. Out Of Pocket Expenses			
7. Travel Management			
8. Communications			
9. Vehicle Management			
10. Vehicle Safety			
11. Facilities			
12. Financial Management			
13. Government Leased Housing			
14. Final Qualifications			

	Discuss Initial			Demonstrate Initial			Remedial/ Re-qualify		
	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
<b>1. Administration: (COMNAVCRUITCOMINST 4400.1 CH 2)</b>									
a. Explain the procedures for relief of a Logistics Support Officer (LSO) (Para 200).									
b. Explain the Action Plan for the Supply Department (Para 200.5).									
c. Identify recurring reports required by NAVCRUITCOM (Para 200.6).									
d. Discuss the LSO designation letter (TAB A).									
<b>2. Training: (COMNAVCRUITCOMINST 1500.4, 4400.1 CH 2)</b>									
a. Describe the contents of a member's Training Jacket.									
b. Identify formal training									
c. Describe the function of NORU and NAVCRUITCOM N7.									
d. Demonstrate the ability to develop a quarterly training plan for the supply department.									
e. Explain the Command's Indoctrination Program to include the "Guide to Supply".									
f. Explain the procedures used for the attainment of supply support requirements.									
g. Complete Privacy Act Training 101, 102 & 103.									
<b>3. Procurement: (COMNAVCRUITCOMINST 4400.1 CH 4)</b>									
a. Identify the Command Procurement Authority.									
b. Explain Letters of Agreement (LOA's).									
c. Identify the requirements for routing and control of the IRDs.									
d. Identify and explain the requirements of government sources of supply.									
<b>4. Material Control: (COMNAVCRUITCOMINST 4400.1 CH 3)</b>									
a. Explain your command's Material Control Management Program.									

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b. Identify the Material Control Coordinator's duties and responsibilities.									
c. Identify the responsibilities of the DEP Award Coordinator.									
d. Explain the purpose of Expenditure Documents, Logs, and files.									
<b>5. Minor Property: (COMNAVCRUITCOMINST 4400.1 CH 3)</b>									
a. State the difference between minor property, and pilferable material.									
b. Identify the responsibilities within Navy Recruiting for the Property Administrator and the Property Responsible Officer.									
c. Explain the inventory requirements for Visual Information (VI) equipment.									
d. Describe the procedure for properly conducting an annual and triennial inventory and explain the reports required.									
<b>6. Out of Pocket Expenses (OPEs) (COMNAVCRUITCOMINST 4400.1 CH 5)</b>									
a. Identify who is authorized OPEs.									
b. Describe authorized OPE items.									
c. Describe internal procedures governing OPE claim submission.									
d. Describe authorized reimbursable items.									
<b>7. Travel Management: (COMNAVCRUITCOMINST 4400.1 CH 6 and 7132.2)</b>									
a. Identify the TAD procedures within Navy Recruiting to include TAD orders, travel requests, and preparation of orders.									
b. Identify the procedures for a travel claim review.									
c. Identify the requirements for the Government Travel Card program.									

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	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
d. Identify the requirements and procedures for the Outstanding Travel Advance Report.									
<b>8. Communications: (COMNAVCRUITCOMINST 2061.2)</b>									
a. Identify the requirements and procedures for the procurement of telephone equipment and services.									
b. Identify the requirements for the management of telecommunications and cost control.									
c. Identify the responsibilities of the Telephone Control Officer.									
d. Identify the requirement for the management of the Command's Cell phone program.									
<b>9. Vehicle Management: (COMNAVCRUITCOMINST 4400.1, CH 8)</b>									
a. Identify the procedures for acquiring a government vehicle from GSA.									
b. Identify the responsibilities of the Vehicle Coordinator.									
c. Explain the importance of the Vehicle Indoctrination Program.									
d. Identify vehicle management required reports.									
e. Identify the requirements and restrictions for Domicile to Duty vehicle use.									
f. Identify vehicle's emergency and accident procedures.									
g. Identify the bill payment procedures and requirements.									
<b>10. Vehicle Safety: (COMNAVCRUITCOMINST 4400.1, CH 8)</b>									
a. Identify the responsibilities of the Traffic Safety Chairman.									
b. Explain the importance of having a certified AAA instructor.									
c. Describe the functions of the Traffic Safety Council.									
<b>11. Facilities: (COMNAVCRUITCOMINST 4400.1, CH 9)</b>									
a. Identify the responsibilities of the Facility Manager.									

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b. Identify the procedures to follow for a forced relocation.									
c. Identify the procedures for programming and planning facility actions and upgrades to include space criteria.									
d. Identify the Facilities databases to include RFMIS and LIVELINK.									
e. Explain the procedures for the Self-Help Program.									
f. Explain the importance of the maintaining a local Facilities Utilization Program.									
<b>12. Financial Management: (COMNAVCRUITCOMINST 7132.2)</b>									
a. Explain the importance of Budget worksheets.									
b. Explain the importance of Obligation Reviews.									
c. Explain fenced accounts.									
d. Explain the Annual Spending Plan by Monthly Quarter (ASPMQ).									
e. Explain the exception listing and the IDA 128/129.									
f. Explain options for funding requirements.									
g. Demonstrate ability to conduct cost analysis.									
h. Explain the procedures for requesting additional funding.									
i. Explain co-mingling of funds and the regulations against it.									
<b>13. Government Leased Housing: (COMNAVCRUITCOMINST 11101.1)</b>									
a. Explain the importance of updating personnel files.									
b. Explain the proper procedures for BAH stoppage.									
c. Explain the Statement of Understanding.									
<b>14. Final qualifications.</b> Must have completed the N7 or NORU LSO course.									

**15. Record of Qualification:**

a. Recommended for PQS final qualification as Logistics Support Officer.

I, \_\_\_\_\_, certify that \_\_\_\_\_  
Name/Rate/Qualifier Position) (Name/Rate)  
is ready for final qualification for the position of Logistics Support  
Officer (LSO).

Qualifier's Signature \_\_\_\_\_ Date: \_\_\_\_\_

b. Reviewed:

PQS Training Officer, NAVCRUITDIST \_\_\_\_\_  
(Signature/Date)

c. Approved:

Commanding Officer, NAVCRUITDIST \_\_\_\_\_  
(Signature/Date)

d. Service Record Entry (Page 4)

Chief Administrator, NAVCRUITDIST \_\_\_\_\_  
(Signature/Date)

You are hereby granted an extension of maximum allowable qualification time  
for the PQS Qualification Module of Logistics Support Officer. Your new  
maximum qualification date is \_\_\_\_\_. (Attach a copy of extension  
request with justification).

PQS Training Officer

\_\_\_\_\_  
(Signature/Date)

Copy to:  
Member's Training Record